

## **2023-24 MPHS General Board Committee Chair Descriptions (revised 1/2024)**

**9th Grade Events Chairs** - Work with administration (primarily Allyson Davis) to plan a grade level event during the day for students (2 times a year). Plan and advertise a fall morning coffee and/or a fall evening event for parents of 9th grade students (including providing refreshments). Arrange for Principal and Annual Fund to speak. Execute and attend events.

**10th Grade Events Chairs** - Work with administration (primarily Allyson Davis) to plan a grade level event during the day for students (2 times a year). Plan and advertise a fall morning coffee and/or a fall evening event for parents of 10th grade students (including providing refreshments). Execute and attend events.

**11th Grade Events Chairs** - Work with administration (primarily Allyson Davis) to plan a grade level event during the day for students (2 times a year). Plan and advertise a fall morning coffee and/or a fall evening event for parents of 11th grade students (including providing refreshments). Execute and attend events.

**12th Grade Events Chairs** - Assist administration with daytime events involving seniors which may include Senior assembly, Senior Carnival and Yearbook Signing. Plan and advertise a fall evening event for parents of 12th grade students (including providing refreshments) or an event on campus for 12th grade students. Help with senior brunch in March.

**Attendance Office Chairs** - Schedule volunteers for Tuesday and Thursday shifts to conduct clerical tasks in the attendance office.

**Bulletin Board / Campus Signage Chair** - Update PTSO bulletin board and Teacher Classroom/Recognition signs, quarterly or as needed per the Co-Presidents and administration as well as indoor/outdoor campus signage. Also assists with college signs outside the teacher's rooms.

**Campus Beautification Chairs** - Oversee and coordinate campus improvement and maintenance activities. Organize and oversee 3-4 Beautification Dates for clean up, August before school starts, October (avoid Homecoming weekend), and 1-2 in the Spring. These events include cleanup, spruce up the campus, assist with planting flowers and/or help with the long-term campus landscape plan. Utilize parent and student volunteers. Communicate with Michelle Richards for dates and to help recruit volunteers. Provide water and snacks for volunteers.

**Front Office Volunteers Chairs** - Schedule and train volunteers to serve in the front office to provide clerical and staff assistance as needed. Work in the office on a weekly or bi-monthly basis.

**Guidance Department Chairs** - Work with guidance staff to support guidance-related activities throughout the year. Organize and train volunteers to assist in the Guidance Office "front desk" with clerical activities, registration, countdown to college, assemblies, coffees, career fairs, senior and college nights, and guidance appreciation activities throughout the year. Work with staff in identifying successor(s) and parent volunteers to ensure confidentiality.

**Student Services/Registrar Support Chairs** - Work with and support the Student Services Desk and the Registrar's office with various tasks and projects (man the SS desk, alphabetize folders, filing, make copies, organize cabinets, graduation tasks, etc.). When needed, also assist the Guidance Dept with registration and direct students to the counselors.

**Directory Chair** - Compile and format the student directory to be posted on the PTSO website. Communicate how to access directory.

**Health Room Chairs**- Work in the health room in support of school nurses. Utilize volunteers to help provide supplies.

**Hoof Hut/School Store Chair** - supervise the student-run school store and oversee the PTSO financial investment in the store. This might include reviewing monthly financial reports from the student manager, approving purchases, assisting with marketing to parents and providing guidance on overall management issues and questions. The PTSO chair should also help student managers coordinate and collaborate with the Mustang Club Merchandise Chair(s) to share merchandise ideas and best practices. Student manager is responsible for staffing the store, tracking inventory, marketing to students, training and staffing volunteers.

**Hospitality Chairs** - Organize volunteers and provide refreshments, treats, and table decorations for PTSO events and special occasions that might include Back to School Registration, Senior Awards, Exam Proctors, New Teacher Event and other parent events as needed. Duties include inventory of supplies, shopping for supplies, setting up and cleaning up after events.

**Inreach/Outreach Chairs** - 5 - 6 Co Chairs work in conjunction with staff liaisons and the guidance department to coordinate volunteers and efforts. Oversee "Inreach" programming (annual committee activities funded by the PTSO budget) and "Outreach" efforts (assistance with critical needs and supported by in-kind and monetary donations by the committee such as stocking supply closet, back to school supply drive, coat drive, holiday gifts, EOY needs and crisis needs). Monetary solicitation may only be made from within committee members, 75 to 100 volunteers (see Fundraising policies for additional information). Volunteers should respect privacy and confidentiality of student and family information, and work with staff members to identify those in need and distribution of donations.

**Holiday Outreach Chair** - work with staff liaisons and guidance department during the winter holiday season to collect items for students/families in need.

**Mental Health Chair** - Work with the administration to organize events for students and parents related to Mental Health issues (e.g. quarterly assemblies on topics such as Suicide Prevention, Alcohol and Drug Use, Managing Grief) and help coordinate programs for the Student Wellness Center.

**AVID/Mentoring Support Committee Chair** – Assist AVID teachers and assistant principal in recruiting and training mentors for AVID students. Duties may also include planning field trips and bringing in speakers. At the discretion of the AP, other opportunities for one on one volunteer support may be identified. *Discuss because AVID is changing.*

**Mustang Express Chair**- Prepare and publish bi-weekly PTSO electronic newsletter based on information submitted by staff, PTSO committee chairs, and other clubs / groups at school. Tuesday and Friday are publication days. Work with staff to publish the job board periodically. Adhere to and communicate policies related to publishing information from outside groups.

**Mustang Round-Up** - Work with Administration and PTSO Co-Presidents to set a date and plan an event on campus for rising 9th grade students in August to welcome and acclimate them to the campus before school starts.

**Open Campus Event Chairs** – Coordinate fall event which occurs one evening before the start of school to welcome incoming freshmen and students new to CMS. Campus is open for students and parents to self-tour and meet teachers (no formal program). Work with the Administration to ensure buildings are open and student schedules are printed. Hand out campus maps and information sheets.

**Prospective Parents Chairs** - Conduct 2 large events for prospective parents (in fall and spring) and provide campus tours at those events. (10-15 tours guides per event plus MP Ambassadors.) Communicate and advertise events with feeder schools and in Mustang Express. Prepare, print and stuff prospective parent information packets. Update tour guide documents and school information with Allyson Davis. Set up online tours and sign-up genius links for regular tours. Recruit and train volunteers to conduct campus tours with MP Ambassadors.

**Senior Signs Chair**- Oversee production, sale and distribution of senior signs.

**Social Media Chair**- Update and maintain MPHS PTSO Facebook and Instagram about events and celebrations from all PTSO committees.

**Staff Appreciation Chairs** - Coordinate monthly staff appreciation events such as boxed lunches or a food truck, coffee and donuts, a May buffet lunch during Staff Appreciation week, a candy bar in February, the holiday custodial and cafeteria staff lunch and the holiday party for staff in December. Also, coordinate treats for the bus drivers in the winter. Organize volunteers to donate drinks, homemade snacks, candy and our annual holiday raffle prizes.

**Staff Luncheons Chairs** - Organize catering and decorations for two staff luncheons. The first is in August on a teacher workday before the first day of school. The second is in June on a teacher's workday after the last day of school. Recruit and organize volunteers.

**Teacher and Student Success Chairs**- Works with Administration (Mr. Folk is primary contact) to provide refreshments for staff on professional development days(note: will coordinate with Staff Appreciation to make sure no duplicate efforts). Committee also works with Administration (Ms. Armstrong is primary contact) to provide incentive prizes (snacks) for students who are participating in Student Success programs.

**Student Incentives Chair** - Works with administration to provide incentives to the students to participate in afterschool EOC study sessions (could include gift cards and snacks/drinks).

**Teacher Recognition Chair** - Buy retirement gifts (primarily at the end of the year but occasionally mid-year). Purchase gifts for Teacher of the Year honoree and runner-up. May also include other recognition gifts as needed.

**Volunteer Coordinator Chair**- Receive data from the Back to School packet of volunteer sign ups. May include consolidating an online database of volunteer information entered in online form. Distribute the names of volunteers to respective committee chairs. Ask all chairs to send initial communication to their volunteers to tell them: 1) they have their information and will be in contact and 2) everyone must REGISTER with CMS prior to volunteering (and provide a link to registration).

**Video Conferencing Chair** - The Coordinator/Chair for this committee will assist with any Zoom or Webinar type meetings for the PTSO and Administration, manage the Zoom subscription, and coordinate conversion of recorded meetings for upload onto the PTSO social media platforms. Examples of virtual meetings may include Prospective Family Meetings, IB/Curriculum meetings, speakers or updates from Principal/Administration. Approximately 3-6 events per year lasting 1 hour each. The ideal candidate is available for scheduled evening meetings and has Zoom experience. Interface with administration, Social Media Chair, Mustang Express Chair, Website Chair, and MPHS Librarian (this person converts the recording to a YouTube video). NOTE: *Since COVID, the scope has been limited now to Mental Health Assemblies.*

**Website:** Maintain the content, calendar and attachments on the MPHS PTSO website.